	Type	Hits	Search Text
1	BRS	5	schedul$ same manag$ same adjust$ same classify$
2	BRS	961	(schedul$ same manag$).ti,ab.
3	BRS	162	((schedul$ same manag$).ti,ab.) and date and time and place and priority
4	BRS	104	(((schedul$ same manag$).ti,ab.) and date and time and place and priority) and @ad<=20010710
5	BRS	22	5247438.URPN.
6	BRS	7	("5148370" | "5216612" | "5233533" | "5233534" | "5280425" | "5282139" | "5283745").PN.
7	BRS	96	schedul$ same adjust$ same conflict$
8	BRS	7	schedul$ same adjust$ same conflict$ same priorit$
9	BRS	42	(schedul$ same adjust$ same conflict$) and priority and time and place
10	BRS	14	("5050077" | "5233533" | "5241465" | "5519606" | "5623404" | "5692125" | "5732399" | "5737728" | "5748907" | "5774867" | "5778346" | "5895451" | "5907829" | "5943652").PN.
11	BRS	11	6047260.URPN.
12	BRS	6	("4769796" | "4866611" | "4881179" | "4977520" | "5113380" | "5519606").PN.
13	BRS	30	5778346.URPN.
14	BRS	9	("4807154" | "4807155" | "5464175" | "5491626" | "5500938" | "5519606" | "5528745" | "5564016" | "5778346").PN.
15	BRS	8	5899979.URPN.
16	BRS	12	(US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.
17	BRS	1	(5247438.PN. and ((((schedul$ same manag$).ti,ab.) and date and time and place and priority) and @ad<=20010710)) and adjust$ and priorit$ and (overlap$ conflict)
18	BRS	0	((((US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.) and adjust$ and priorit$ and (overlap$ conflict)) and todo
19	BRS	0	((((US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.) and adjust$ and priorit$ and (overlap$ conflict)) and classif$
20	BRS	6	(((US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.) and adjust$ and priorit$ and (overlap$ conflict)
21	BRS	6	((US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.) and adjust$
22	IS&R	2	("6707471").PN.

	Type	Hits	Search Text
23	BRS	15	("5331555" | "5452468" | "5548506" | "5606712" | "5621880" | "5742778" | "5805164" | "5899979" | "5920858" | "6006212" | "6098028" | "6300948" | "6323853" | "6370546" | "6374304").PN.
24	BRS	0	6707471.URPN.
25	BRS	0	(((US-5781731-$ or US-5247438-$ or US-5111391-$ or US-6047260-$ or US-5778346-$ or US-5774867-$ or US-5732399-$ or US-5519606-$ or US-6167379-$ or US-5899979-$ or US-6707471-$).did. or (US-20020194048-$).did.) and delete and (restor$ recover$ recycl$)
26	BRS	1	(US-6047260-$).did.
27	BRS	1	((US-6047260-$).did.) and adjust$

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Windweaver Training, Arlington, Massachusetts

*Please note: This manual has not been updated
to Windows 98 but is nevertheless still relevant
to Windows 98 users.*

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LESSON SIX: Printing and Maintenance Overview

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Windows Tips

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LESSON THREE: Managing Files

Recycling, Searching, Sending etc.

A. The Recycling Bin

When you choose to delete files, Windows "recycles" rather than permanently deletes them. You send files to a "recycling bin" (similar to the MacIntosh trashcan) and later empty the bin or restore the files to their original location. The recycling bin icon appears empty when empty, and appears full when one or more files have been "recycled" - deleted, but not yet permanently deleted.

If you are sure you want to permanently delete a file and wish to save yourself a step, you can immediately delete a file by using *shift delete* - select the file, then holding *shift,* press the *delete* key. (Note: This keyboard shortcut is unreliable at best; it doesn't always work!)

You can also disable the recycling bin entirely - right click the *Recycle Bin*, choose *properties,* and indicate that you wish to permanently delete rather than recycle all files (in global) or files on particular drives (on the tab for that drive).

Note that files on a floppy disk (and files accessed via Windows 3.1's *File Manager*) will always be permanently deleted immediately - not *recycled*. Files deleted through your word processing program or other programs (especially if they are Windows 3.1 programs) may also be deleted rather than recycled, depending upon the program.

USING THE RECYCLING BIN
To EMPTY the Recycle Bin:
1. Right click the Recycle Bin icon, and choose *empty recycle bin.*
2. OR Double click the Recycle Bin to open it and choose *empty recycle bin.*
3. OR Double click the Recycle Bin icon to open it, select the files you wish
   to delete, and press the *delete* **key.**

To RESTORE files to their original location:
1. Open the Recycle Bin, and select the file or files you wish to restore.
2. Then choose *file, restore.*
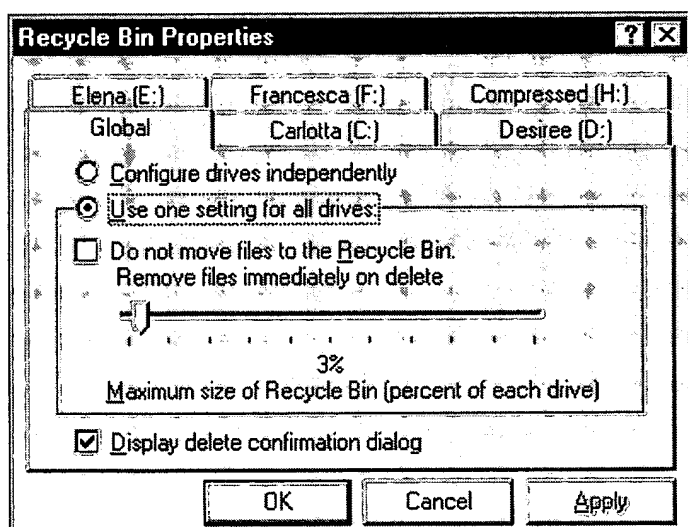*Your files will now be visible again in their original location.*

CHANGING RECYCLING BIN PROPERTIES
Since the recycle bin by default reserves 5% of your hard drive (which
is 50MB if you have a 1GB hard drive), you may want to save hard drive
storage space by changing the default for all drives or for one drive in
particular. You do so in Recycle Bin's *properties.*

To CHOOSE Recycle Bin *Properties*
1. Right click on the Recycle Bin icon and choose *properties*
2. OR Double click to open Recycle Bin, right click its icon at the top left
   of your screen, and choose *properties*
3. OR Double click to open Recycle Bin, and if you have set *view, toolbar*
   so that your toolbar is visible, click the *properties* **icon.**

SCREEN SHOT: *This Windows user chose one*
recycle bin setting - 3% - for all her hard drives. If you
only have one hard drive (apart from a cd-rom drive),
you will only have one drive listed here.

To CHANGE Recycle Bin *Properties*
1. If you wish to be questioned each time you delete a file,
    be sure to check the *delete confirmation* box.
2. Use the *global* tab to change properties for all drives, or
    each drive tab to change properties for individual drives.
    (This means reserving a different percentage for each drive).
3. Move the size indicator from 5% to 2-3%.
    (Consider the size of your hard drive, how much space you're
    willing to reserve for the recycle bin, and how large the files
    are that you usually delete. For most people, 1% is enough.)
4. Click *apply* for each change, and *o.k.* when done.

PRACTICE EXERCISE:
1. Create a new text document on your desktop. Drag it into
    the recycle bin.
2. Double click on recycle bin to open it.
3. Select the new text document, then choose *file, restore.* Notice
    that it returns to your desktop.
4. Choose *file, empty recycle bin.* When the windows is empty,
    close the recycle bin.
5. Select the *to do* scrap you created previously on your desktop,
    and drag it to the recycle bin.
6. Right click the recycle bin, and choose *empty recycle bin.*
7. Right click the recycle bin, and choose *properties.* Note your
    choices in the global tab.

NEXT: *Finding Files*   continue